

North Carolina Interpreter and Transliterater Licensing Board

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CHECKLIST FOR APPLYING FOR A RENEWAL OF A PROVISIONAL LICENSE

Standards for Renewals: Pursuant to 21 NCAC 25 .0205 The Board shall renew a provisional license as many as three times upon receipt of timely applications that demonstrate that the applicant continues to qualify for a provisional license. The Board may extend a provisional license on an annual basis after the third renewal if the applicant timely files an application prior to the expiration of the third renewal, and on an annual basis thereafter if further extension is sought by the applicant, that demonstrates that the applicant's progress toward full licensure was delayed by:

1. a life-altering event, such as the birth or adoption of a child to the applicant or the applicant's spouse or an acute or chronic illness suffered by either the applicant or a member of the applicant's immediate family;
2. active military service;
3. a catastrophic natural event, such as a flood, hurricane, or tornado; or
4. the certifying organization identified in G.S. 90D-7 having imposed a moratorium on testing or certification that has prevented the applicant from sitting for the qualifying examination and obtaining the results thereof prior to the expiration of the provisional license or any annual extension thereof; provided, however, that a provisional license that has been extended because of a moratorium may be extended one additional time following the end of the moratorium to allow sufficient time for the applicant to take the qualifying examination and to receive the results thereof, but it shall not be extended thereafter on the basis of a moratorium.

Deadline for Filing Applications: Licensure years run from October 1st through the following September 30th. All applications for renewal must be submitted to the Board no later than 5 p.m. on September 30th of the licensure year immediately preceding the licensure year for which the renewal is sought. (Example: A renewal application for the licensure year of October 1, 2016 - September 30, 2017 must be received by the Board by 5 p.m. on September 30, 2016.) Applications can be emailed, mailed, faxed, or an appointment can be made to drop off your application for a renewal in the office. However, all applications must be actually received by the Board before 5 p.m. on September 30th. Incomplete requests will not be considered timely submitted.

Renewals of a Provisional License (1st, 2nd, or 3rd renewals): In order to renew a provisional license, the applicant must submit to the Board by September 30th of the licensure year immediately preceding the licensure year for which the renewal is sought a complete application, which is comprised of all of the following:

- The first page of your renewal filled out and signed.
- CEU certificates.
- Payment of the renewal fee in certified funds (cashiers checks, money orders, or cash).

Discretionary Renewals of a Provisional License (4th or 5th renewals): In order to be considered for a discretionary renewal of a provisional license, a licensee must submit to the Board by September 30th of the licensure year immediately preceding the licensure year for which the renewal is sought a complete application, which is comprised of all of the following:

- The first page of your renewal filled out and signed.
- CEU certificates.
- Payment of the renewal fee in certified funds. (cashiers checks, money orders, or cash
- A formal request including as much detail as possible in regards to what you are doing to work toward full licensure. Details should include supporting documentation of what you are doing to earn a certification that will qualify you for full licensure. (Examples being NIC study groups, community participation, mentors, study materials, Test registration confirmations.)
- The specific reason(s) why your progress towards full licensure was delayed. (See “Standards for Renewals” above)
- Your most-up-to date contact information.

Active U.S. Military: The Board shall extend the deadline for filing a license renewal application for any individual who currently holds a provisional license and is in good standing with the Board if the individual is serving in the armed forces of the United States and if G.S. 105-249.2 grants the individual an extension of time to file a tax return. The extension shall be in effect for any period that is disregarded under Section 7508 of the Internal Revenue Code in determining the taxpayer’s liability for a federal tax.